

North Carolina Agriculture Cost Share Program Review Summary  
(April 2016)

County

Forsyth

Date of Previous Review/Report

2003

District Staff Name(s)

Mike Bowman, Jerry Dorsett

Date

8/8/2016

NRCS Staff Name(s)

Division Representative(s)

Lisa Fine

Additional Participants

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	5:00 on the 2 <sup>nd</sup> Monday of the month. This is a set date.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?		X			The notice is on Journalnow.com local website, WS Journal, online. <b>Recommendation:</b> post notice on walls or bulletin boards of office	X		Notices will be placed on bulletin board on both end of the Agriculture Building.	immediately	Plan of Action accepted.

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
					building so that if someone comes by the office in person they will know what the board meeting status is.					

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<i>Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.</i>				X	After an applicant requests assistance a site assessment of the resource concern is done to be sure the BMP is needed and feasible and a contract starts being developed for them. The district has a resource concern checklist for the Conservation Plan.		X			
<i>In what instances does the district provide technical assistance without cost share funds?</i>				X	This occurs quite often. Sometimes the cooperators are only interested in the technical assistance and not so much the programs. Especially in CCAP, when they are looking at rainwater collection systems. Over half of the sites are excluded from cost share because of the cistern checklist. Most of the folks go ahead and install the system on their own and they help guide them through the installation process even though there is no cost share available to them.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			
<i>Are application motions/decisions recorded in the board minutes?</i>				X	Yes.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?  Is your district using the self-certification for incentives form provided by the division?				X	Mike knows who they are when they come in and he knows how much they have gotten.  Yes, he has them sign the self-certification form.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	For larger farmers Mike will pull crop reports for producer identification information, checks who is registered with FSA, he checks at application time and doesn't track this information.		X			
At what point in the application process does the district develop the contract? Describe this process.				X	After application and site assessment the contract is in the works.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Mike takes paperwork in person, reminds them of what they need to do and that they can't start work without division approval. He calls them when division approval is given sometimes he meets them again to go over things.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The board treats supervisors the same as other customers.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are contracts reviewed and approved by the Board as a separate action item?				X	Yes.		X			
Are contract motions/decisions recorded in the board minutes?				X	Yes.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	Mike calls them and lets them know that work can begin and sometimes meets them again to go over requirements.		X			
What information do you provide the applicant?	X				Mike has a checklist he uses of what he gives applicants and they have to sign that they received those items. <b>Commendation:</b> the district is commended for making the extra effort and making their own documentation to be sure cooperators received the necessary information to complete their projects.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Mike is on site and oversees construction but doesn't actually work on it. Checks on progress over time depending on practice. Does residue counts, etc...		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.		X			Mike looks at emails in files to see when the contracts were approved. There are not many contracts and at least once during the fiscal year he checks progress – marks them when done. <b>Recommendation:</b> the district should add a column to their spreadsheet to include the date for 1/3 of the work to be completed.	X		We will add a column to the spreadsheets to indicate the 1/3 date.	Immediately	Plan of Action accepted.
If 1/3 of the work has not been completed within 12 months and the cooperators requests additional time, is the district recording 6-month extensions in the board minutes?				X	Yes it is documented in the minutes.		X			
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?		X			In the conservation 6 notes information is included about what was done. Job sheets are filled out for the BMPs. <b>Recommendation:</b> the district should include more information about what was actually put on the ground and what was paid on especially if it is different than the planned amounts. This information could be recorded in 6 notes or on NC11 form.	X		If changes occur during installation, notes will be made on the NCACSP-11 form to insure accuracy on implemented units.	As it occurs.	Plan of Action accepted.
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	BMPs like fencing are measured.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes receipts are received and reviewed and are in the CPO file.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
<i>Are payment motions/decisions recorded in the board minutes?</i>				X	Yes.		X			
<b>Section 2: Spot Checks and Compliance Issues</b> Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
<i>Who participates in annual spot checks? When are they conducted?</i>				X	Mike, Jerry Dorsett, Dede sometimes and at least 1 supervisor will attend spot checks. All of them go together to all the sites. Correlated with board meeting. They are completed in May.		X			
How does the district randomly select which contracts to spot check?				X	Mike has a box with numbers associated with all active contracts and they pick a number “n” out of the box and go to nth contract on the list and pick that until they have their 5%.		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.</i>	X				Yes, if not randomly picked. Some districts have gotten away from doing this in recent years. The district is <b>commended</b> for still following this procedure and doing it correctly.		X			
Are all agriculture new ponds, pond repair/retrofits, and water collection systems being spot-checked every year during the maintenance period?				X	None of these completed yet. Waiting on design from Cindy.		X			


Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Are all agriculture road repair/stabilizations being spot-checked at least every 2 years during the maintenance period?				X	None of these in the county.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	Notify Dede to get Area Office to come out and review all supervisor contracts. Follow-up with Dede occasionally. Documentation was sent to district showing the NRCS Area Office replied to request to review supervisor contract and did perform spot check. <b>District should make sure this happens in the future as well for all supervisor contracts.</b>		X			





Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation."  How does your district notify individuals that have destroyed or mismanaged a BMP?		X			Mike doesn't remember any contracts being out-of-compliance while he has been there. Mike has told farmers in person that they need maintenance.  <u>Recommendation:</u> the staff should send a letter to the cooperator for maintenance and send a copy to the division specialist.	X		We will send a letter to the cooperator notifying him or her of any potential compliance or maintenance issues. We will also send a copy of the letter to the Division Specialist.	Immediately	Plan of Action accepted.
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	District has not had to do one for out-of-compliance. Mike does follow-up with the board with a spot check report.		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	District has not done this in recent memory or recent active contract. The district will be sending 3 letters as a result of the program review.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	There has been one refund during Mike's time at the district – over 15 years ago.		X			
Is the district notifying the division of non-compliance and resolutions?				X	There is nothing in the history file here or non-compliance spreadsheet for the last 3 years. See above question.		X			
<b>Section 3: Record Keeping</b> Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
How does the district track BMP funds?				X	The district uses spreadsheets to track BMP funds.		X			
In what instances does the district use the division on-line (website & CS <sup>2</sup> ) reports?				X	The district uses these reports to check contracts as the program year progresses.		X			
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The district gets a report from the county website to track their funds/expenditures. They are audited as part of county audit by outside firm. Completed in June of the year. This last year has not been done yet since it's a big audit. Mike has a version of budget with further breakdown of expenditures of the district that he uses.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Mike Bowman		X			
How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	See above – same for matching funds.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA.				X	Yes. I reviewed the JAA for Mike.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
<b>Section 4: Contract Reviews and Site Visits</b> Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 34-2008-009 Applicant Name: Beth Tucker BMP: Pasture renovation  		X			No concerns with contract file.  <b><u>Recommendation:</u></b> BMP needs some mowing, maintenance.	X		We sent a letter to the cooperator on 8-9-2016 indicating the need for weed control and reseeding. We offered assistance with this endeavor to the cooperator.	Already completed.	Plan of Action accepted.
Contract Number: 34-2007-007 Applicant Name: Ed Wall BMP: field border		X			No concerns with contract file.  <b><u>Recommendation:</u></b> BMP needs some reseeding, maintenance.	X		We sent a letter to the cooperator on 8-9-2016 indicating the need for weed control and reseeding. We offered assistance with this endeavor to the cooperator	Already completed.	Plan of Action accepted.

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
										
Contract Number: 34-2012-002 Applicant Name: James Hester BMP: grassed waterway		X			No concerns with contract file.  <u>Recommendation:</u> BMP needs some reseeding, maintenance	X		We sent a letter to the cooperator on 8-9-2016 indicating the need for weed control and reseeding. We offered assistance with this endeavor to the cooperator	Already completed.	Plan of Action accepted.

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
										
Contract Number: 34-2010-003 Applicant Name: Brenda Johnson BMP: cropland conversion to grass				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 34-2010-001 Applicant Name: Sammy Evans BMP: tanks, fencing, HUA, well				X	No concerns with contract file. No concerns with BMP.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Contract Number: 34-2008-010/34-2009-017(s) Applicant Name: Ed Wall BMP: pasture renovation				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 34-2014-503 Applicant Name: Veterans Helping Veterans Heal BMP: cisterns 				X	No concerns with contract file. No concerns with BMP.		X			
Contract Number: 34-2013-505 Applicant Name: Debbie Angel BMP: streambank and shoreline protection				X	No concerns with contract file. No concerns with BMP.		X			

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
